

Retention and Classification Report

Agency: Paradigm High School (Utah) (3454)
11577 South 3600 West
South Jordan, UT 84095
801-676-1018

Records Officer Diane Hansen

27581 Special education files

AGENCY: Paradigm High School (Utah)

SERIES: 27581

3

TITLE: Special education files

DATES: 2006-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the progress and participation of students enrolled in special education programs provided by Utah school districts. Files are kept in accordance with federal regulations which define record keeping practices and funding requirements. District services can be discontinued when students move, refuse services, or are reclassified as no longer needing special education services. Student folders contain various reports and completed forms including individualized education program records (IEPs), inspection logs, evaluation and re-evaluation forms, parental approval forms, test protocols, parent surveys and information, third party information, placement documents, refusal of services forms, and other legal documents. 34 CFR 300.562 (2008) & 34 CFR 99 (2008).

RETENTION:

Retain 3 years after graduation or services end (United States Code, Title 20, chapter 31, subchapter III, part 4, §1232f)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 16, Item 5.

AUTHORIZED: 08/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 month after student graduates or services end and then transfer to State Records Center provided no litigation is pending. Retain in State Records Center for 3 years and then destroy.

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(continued)

APPRAISAL:

Legal

Required by state and federal law.

PRIMARY CLASSIFICATION:

Exempt

34 CFR part 99 [2008], Family Educational Rights and Privacy Act (FERPA); and 34 CFR 300.562 [2008], access rights